



**U.S. Department of Housing and Urban Development**  
**Northwest/Alaska Multifamily Housing Hub**  
**serving : Alaska, Idaho, Oregon and Washington**

**September 13, 1999**

**FIRM COMMITMENT CHECKLIST**  
**223F PURCHASE/REFINANCE**

NAME OF PROJECT: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

The Firm Commitment applications can only be submitted by lenders approved to do FHA Multifamily financing in the Washington State Office jurisdiction. To be approved, lenders must send a letter request, including their FHA Mortgagee number, to:

**Mr. Robert Stettner**  
**U.S. Department of HUD**  
**Northwest / Alaska Multifamily Housing Hub**  
**Seattle Federal Office Building**  
**909 First Avenue, Suite 190, OAH**  
**Seattle WA 98104-1000**  
**206-220-5200 Ext 3247**

**OR**

**Ms. Nikki Hawk**  
**U.S. Department of HUD**  
**Oregon Multifamily Program Center**  
**400 Southwest Sixth Avenue**  
**Portland OR 97204-1632**

**(Information Phone number : 503-326-2788)**

A.	Seattle Hub or the Oregon Multifamily Program Center must receive one copy of the below listed exhibits including a copy of this completed checklist.
B.	Under the PS, ENC or N/A column below, please indicate if the document was Previously Submitted (PS) and is not being resubmitted with a "P" next to the numbered item. If the document is being submitted and is Enclosed (ENC) with this checklist, please indicate with an "E". Indicate with N if any documents are not applicable for this submission.
C.	You must indicate under the "Date of Document" column the date of the "Previously Submitted" or "Enclosed" document.

D.	The application cannot be accepted without receipt of each required exhibit. Once all exhibits are received and determined acceptable, the application fee, the original application, and the required number of copies will be requested. When requested, please hand deliver the application fee to the Multifamily Lead Project Manager at the Seattle Hub or the Oregon Program Center depending on the project location, via certified mail/return receipt.		
E.	If you have been approved to submit your Firm Commitment application via Consolidated Fast Track 2.0, be certain to view item 50 for the additional exhibits required for Fast Track submissions.		
	<b>PS or ENC or N/A</b>	<b>Date of Document</b>	<b>Exhibit</b>
1.	_____	___/___/___	Cover letter. Include the mortgagee's reason(s) for recommendation of the applicant (see Handbook 4470.1 Rev. 2, Par 2-2.D.3.). Also include the reason(s) for your request for application, i.e. refinance, purchase, etc.
2.	_____	___/___/___	A completed Firm Exhibit Checklist. Please make an entry under the PS, ENC or N/A column for every exhibit line item. Date of Document must also be noted.
3.	_____	___/___/___	A complete form HUD-92013, Application for Multifamily Housing Project dated 10/92.
4.	_____	___/___/___	A statement from the Mortgagee that they have prescreened the proposed application for completeness and verified the information presented in an application against information contained in the applicant's credit report(s) and financial statements per Handbook 4470.1 Rev-2, para. 2-2.B.
5.	_____	___/___/___	A complete form HUD-92013E, Supplemental Application and Processing Form Housing for the Elderly/Disabled dated 5/93 (if applicable).
6.	_____	___/___/___	The "Byrd Amendment" Certification for Contracts, Grants, Loans, and Cooperative Agreements, <b>or</b> SF-LLL and SF-LLL-A, Disclosure of Lobbying Activities per HUD Notice H 90-27, if applicant has engaged in lobbying activity  Please note that Byrd Amendment Certification is not required and is substituted by a Super Certification under CFT 2.0
7.	_____	___/___/___	Form HUD-2880 Applicant/Recipient Disclosure/Update Report per Notice H95-4 (HUD), issued 1/20/95.
8.	_____	___/___/___	Consultant resume, Housing Consultant Certificate (form HUD-92531) and Contract (form HUD-92531A) (if applicable).
9.	_____	___/___/___	A copy of the occupancy permit for all units submitted and the project final inspection report, if available.
10.	_____	___/___/___	One set of plans and specifications for any project which is less than ten years old, if older than ten years, please provide if available.
11.	_____	___/___/___	A complete list of repairs and replacements to be made to the project. The list should include a write up of each item and its cost. Also provide plans and drawings, if applicable.

	PS or ENC or N/A	Date of Document	Exhibit	
12.	_____	___/___/___	Provide a listing of the project's appliances and equipment which designates the age of the item, whether the item will be replaced or kept, and the cost of the item if being replaced.	
13.	_____	___/___/___	Provide a report from the appropriate official(s) (i.e. fire marshal, local building inspectors, etc.) identifying any building code violation of record.	
14.	_____	___/___/___	A certified report of testing of Lead-based paint in projects built in 1978 or before. Defective paint surfaces found during application processing may require abatement prior to loan closing.	
15.	_____	___/___/___	As-built Survey (with sufficient information to identify all easements, encroachments, building restriction lines, and project improvements) Please note that for all 223f refinance/purchase, HUD will not require the As-Built Survey to be updated within 30 days of closing at the time of final endorsement in the NW/AK MF jurisdiction.	
16.	_____	___/___/___	A seismic hazard analysis of the building(s) by a registered engineer familiar with lateral force design, where applicable code requirements at the time of construction did not equal or exceed the referenced seismic standards.	
17.	_____	___/___/___	A location map with the project clearly indicated.	
18.	_____	___/___/___	The legal description of the property.	
19.	_____	___/___/___	Evidence of permissive zoning.	
20.	_____	___/___/___	Evidence of site control and the date of the last arms length transaction and price.	
21.	_____	___/___/___	An updated rent roll, as of any day in the month in which the application is submitted, which includes the following information:	
	_____	___/___/___	a.	Apartment number and type (e.g. Apt. 204, 1BR) along with vacancy status.
	_____	___/___/___	b.	Tenant name. "Vacant" is entered where there is no tenant.
	_____	___/___/___	c.	Rental rate, the rate the tenant is paying. If the apartment is occupied on a nonpaying basis (e.g. resident manager) zero is entered.
	_____	___/___/___	d.	Term of lease (e.g. monthly, yearly)
	_____	___/___/___	e.	Date of first occupancy.
	_____	___/___/___	f.	Indicate "U" if apartment is unfurnished or "F" if furnished. Give explanation for those apartments which are in nonpaying status.
	_____	___/___/___	g.	The owner's signature and certification on the rent roll attesting that it is correct.
	_____	___/___/___	h.	The mortgagee's signature and certification on the rent roll attesting that he/ she has verified the rents being charged for each unit type and that the stated rental and occupancy dates are correct.

	<b>PS or ENC or N/A</b>	<b>Date of Document</b>	<b>Exhibit</b>	
22.	_____	___/___/___	A Tenant Accounts Receivable and Delinquency Analysis Report.	
23.	_____	___/___/___	An Apartment Unit Vacancy and Tenant Turnover Report certified by the mortgagee.	
24.	_____	___/___/___	Form HUD-2013-Supp, Supplement to Application for a Multifamily Housing Project dated 10/92, on the sponsor, mortgagor, each principal of the mortgagor, and (if applicable) the general contractor.	
25.	_____	___/___/___	Form HUD-92004-F, Request for Verification of Deposit, for each bank reference included on form HUD-92013-Supp.	
26.	_____	___/___/___	Form HUD-2530, Previous Participation Certification dated 9/94, on all principal participants as identified on page one of Instructions for Completing the Previous Participation Certificate and is as follows:	
	_____	___/___/___	a.	Sponsors
	_____	___/___/___	b.	Mortgagor
	_____	___/___/___	c.	Principals of the mortgagor including all general partners, limited partners with at least 25 percent interest, stockholders with at least 10 percent interest, and corporate officers
	_____	___/___/___	d.	General contractor (if applicable)
	_____	___/___/___	e.	Management agent
	_____	___/___/___	f.	Loan broker/packager
	_____	___/___/___	g.	Housing consultant (for non-profit sponsors only)
	_____	___/___/___	h.	Architects and/or attorneys with other than an arms-length fee for professional services (if applicable)
	_____	___/___/___	i.	Affiliates which have the ability to control any principals (if applicable),
27.	_____	___/___/___	Verification of Social Security Number and/or Employer Identification Number, by a third party governmental agency, for the sponsor, mortgagor, each principal of the mortgagor, and (if applicable) the general contractor.	
28.	_____	___/___/___	A listing of outstanding delinquent Federal debt for the sponsor, mortgagor, each principal of the mortgagor, and (if applicable) the general contractor as outlined in Handbook 4470.1 REV-2, para. 2-2.C.	
29.	_____	___/___/___	A loan commitment letter from the mortgagee which states the following: permanent loan interest rate, financing fees, permanent placement fees, FNMA or GNMA fees, discounts, bond fees, and other applicable fees. If using public grant funds, a statement from the source as to the use and conditions tied to the funds.	

	PS or ENC or N/A	Date of Document	Exhibit		
30.	_____	___/___/___	A listing from the sponsors, mortgagor, each principal of the mortgagor entity, and (if applicable) the general contractor of all business concerns in which these entities serve as a: General Partner; Limited Partner with at least 25 percent interest; stockholder with at least 10 percent interest; or Corporate Officer.		
31.	_____	___/___/___	Current business and/or individual credit reports, within 30 days of the application date, on the following:		
	_____	___/___/___	a.	Sponsor	
	_____	___/___/___	b.	Mortgagor Entity	
	_____	___/___/___	c.	General Contractor (if applicable)	
	_____	___/___/___	d.	Housing Consultant (non-profit only)	
	_____	___/___/___	e.	Principals of the mortgagor including all general partners, limited partners with at least 25 percent interest, stockholders with at least 10 percent interest, and corporate officers	
	_____	___/___/___	Each business concern in which the sponsor, mortgagor, each principal of the mortgagor, or (if applicable) the general contractor have principal ownership (as defined by e. above)		
	_____	___/___/___	(1)	credit reports are required on all of the following:	
	_____	___/___/___		(a)	all commercial and non-real estate business;
	_____	___/___/___		(b)	all non-HUD insured residential real estate businesses under construction; and
	_____	___/___/___		(c)	all businesses involving a pending judgment(s), legal action, or bankruptcy claim
	_____	___/___/___	(2)	credit reports are required on a 10 percent statistical sampling selected by the mortgagee of any remaining non-HUD insured residential housing ventures.	
	_____	___/___/___	(3)	Prescreening by the Mortgagee per Handbook 4470.1 REV-2, para. 2-2.C.:	
	_____	___/___/___	(4)	Individual credit reports need to show payment history of each account to comply with HUD requirements per Handbook 4470.1 Rev.2, Paragraph 2-5.E.5.	
	_____	___/___/___	The Mortgagee must determine if discrepancies exist between the information included on the financial statement and in the credit report.		
_____	___/___/___	The Mortgagee must determine if there is any adverse information, i.e. slow payments, judgments, etc., contained on the credit report.			
32.	_____	___/___/___	A certification as shown in HUD Handbook 4470.1 Rev-2, from the sponsor, mortgagor, each principal, and (if applicable) the general contractor authorizing the release of banking and credit information.		

	PS or ENC or N/A	Date of Document	Exhibit	
33.	_____	___/___/___	A statement as to whether an identity of interest exists, or will exist between the mortgagor, general contractor, and/or architect (if applicable).	
34.	_____	___/___/___	A current resume of the sponsor, principals of the mortgagor, and (if applicable) the general contractor to include real estate and construction experience.	
35.	_____	___/___/___	Current (within three months of the application date) financial statements (balance sheet, statement of income and expenses, cash flow statement, and supporting schedules) from the existing facility, sponsor, principals of the mortgagor, and the general contractor. Principals' financial statements are NOT REQUIRED when the mortgagor entity is fully funded to meet 100% cash requirements for closing under the CFT 2.0 processing guidelines.	
	_____	___/___/___	a.	For individuals, Personal Financial and Credit Report, form HUD-92417, signed by both spouses can be substituted for the financial statements,  or
	_____	___/___/___	b.	Use a substitute form with the mortgagor's certification of truth and accuracy, and the U.S. Criminal Code Section 1010 statements as defined in HUD Handbook 4470.1 Rev-2. The substitute form must have at a minimum the information contained in HUD 92417.
	_____	___/___/___	c.	Business entities must provide financial statements and supporting documentation for the last three years (or length of existence whichever is less). Note: the most recent financial statements must be within three months of the application date.
	_____	___/___/___	d.	The three years of the project's operating statements must also include Statement of Changes in Financial Position or, if a fund accounting system is used, a Statement of Changes in Fund Balance as required by Handbooks 4565.1 and 4470.1 Rev.2.
	_____	___/___/___	(1)	The financial statements must be signed and dated by an authorized official of the company, have the mortgagor's certification of truth and accuracy, and the U.S. Criminal Code Section 1010 statements as defined in HUD Handbook 4470.1 REV-2.
	_____	___/___/___	(2)	If three years of project financial statements are not available due to circumstances beyond the borrower's control, provide an explanation why the financial statements are not obtainable.
36.	_____	___/___/___	A statement reflecting the balance of all existing escrow accounts, including the replacement reserve fund, if any.	

	<b>PS or ENC or N/A</b>	<b>Date of Document</b>	<b>Exhibit</b>	
37.	_____	___/___/___	A certification by the mortgagor listing all outstanding obligations of the project whether secured or unsecured.	
38.	_____	___/___/___	The purchase and sale agreement, if applicable.	
39.	_____	___/___/___	A title search report which discloses all liens, secured transactions, former owners, and dates of the transfer of ownership.	
40.	_____	___/___/___	The proposed documents (e.g. partnership agreement or articles of incorporation) creating the single-asset mortgagor entity.	
41.	_____	___/___/___	All proposed leases or any other documents reflecting arrangements that would impact the project (e.g., commercial space, easements).	
42.	_____	___/___/___	Form HUD-92010, Equal Employment Opportunity certification. Please note that HUD-92010 is not required and is substituted by a Super Certification under CFT 2.0	
43.	_____	___/___/___	"Fair Housing Marketing Certification", per HUD Handbook 4565.1, as updated by Seattle Regional Office. Please note that Fair Housing Marketing Certification is not required and is substituted by a Super Certification under CFT 2.0	
44.	_____	___/___/___	Form FHA-3433, Determination of Eligibility as a Nonprofit Sponsor (if applicable).	
45.	_____	___/___/___	Management Exhibits, per HUD Handbook 4381.1 REV-1:	
	_____	___/___/___	a.	Form HUD-9839(a), Management Certification for Owner-Managed Projects, or
	_____	___/___/___	b.	Form HUD-9839(b) dated 8/91, Management Certification for Projects with Identity of Interest or Independent Management Agent, or
	_____	___/___/___	c.	Form HUD-9839(c), Management Certification for Elderly Projects Managed by Project Administrators.
	_____	___/___/___	d.	Form HUD-9832, Management Entity Profile
	_____	___/___/___	e.	List of positions charged against the project. Also provide details of the compensation for all personnel (management, maintenance, etc.) to be paid directly by the project. Indicate if compensation includes rent-free units.
	_____	___/___/___	f.	Application processing, tenant selection, and unit assignment policies and procedures.
	_____	___/___/___	g.	Proposed operating budget.

	PS or ENC or N/A	Date of Document	Exhibit	
	_____	___/___/___	h.	Management Agreement Certification..
46.	_____	___/___/___	Low Income Housing Tax Credits (LIHTC):	
	_____	___/___/___	a.	Form HUD-2880, completed in its entirety, per Notice H95-4 (HUD) issued 1/20/95.
	_____	___/___/___	b.	Acknowledgment/Release: Sponsor Authorization, Acknowledgment, Consent and Release Regarding Multiple Assistance Requests for a Multifamily Project per Notice H95-4 (HUD) issued 1/20/95, see Addendum 9.
	_____	___/___/___	c.	A copy of the executed LIHTC Reservation.
	_____	___/___/___	d.	A copy of the Washington State Housing Finance Commission's Qualified Allocation Plan.
	_____	___/___/___	e.	Syndicators' Letters of Intent describing how much equity could be raised assuming certain mortgage (debt) and LIHTC (equity) Sources available to meet project costs.
	_____	___/___/___	f.	Required Format-Section 223(f) Sources and Uses Statement per Notice H95-4 (HUD) issued 1/20/95, see Addendum 4.
47.	_____	___/___/___	Evidence of Real Estate Tax Abatement or Exemption (if applicable).	
48.	_____	___/___/___	A relocation plan if current occupants are to be displaced (if applicable).	
49.	_____	___/___/___	The following are optional exhibits. If available, please provide the following (or any other items) that will help expedite our Firm Commitment processing.	
	_____	___/___/___	a.	Evidence to support marketability of the proposal.
	_____	___/___/___	b.	An assessor's map with parcel numbers.
	_____	___/___/___	c.	A recent tax statement from the assessor's office.
	_____	___/___/___	d.	A zoning map of the immediate neighborhood.



	PS or ENC or N/A	Date of Document	Exhibit	
	_____	___/___/___	e.	Information/documentation on wetlands, flood hazards, or other special property features.
	_____	___/___/___	f.	A comprehensive building inspection report on the condition of the structures, remaining useful life, and costs or repairs and/or replacements needed immediately.
	_____	___/___/___	g.	Photographs of the property and immediate area.
	_____	___/___/___	h.	A topographical map.
	_____	___/___/___	i.	A typical unit plan.
	_____	___/___/___	j.	A report by a mechanical engineer on the condition of the structures, remaining useful life, and costs of repairs and/or replacements needed immediately.
50.	_____	___/___/___	The following additional exhibits are required if NW/A Consolidated Fast Track 2.0 has been authorized by HUD:	
	_____	___/___/___	a.	Lender-provided comprehensive building Inspection Report on the condition of the structures, remaining useful life and cost of repairs and/or replacement together with all attachments in accordance with the NW/A CFT 2.0 Architect Statement of Work (SOW).
	_____	___/___/___	b.	Contract for Services between the Inspector and the Lender signed by both the Inspector and the Lender.
	_____	___/___/___	c.	Lender provided full appraisal prepared by a state certified appraiser in accordance with HUD's specification. The appraisal must be no more than six months old.
	_____	___/___/___	d.	Contract for Services between the Appraiser and the Lender including the NW/A CFT 2.0 Appraiser Statement of Work/checklist (SOW) signed by the appraiser, lender and underwriter.
	_____	___/___/___	e.	Appraiser Statement of Work/Checklist, incl. Debt Service Mortgage Criterion Worksheet completed and signed by the Underwriter.
	_____	___/___/___	f.	Lender's Environmental Checklist for 223(f) projects and Phase I Environmental Analysis that conforms to ASTM standards. All environmental issues must be resolved prior to submission of the firm application.
	_____	___/___/___	g.	Fully funded single asset mortgagor entity: a financial statement and VOD's (and/or pre-pays if applicable) verifying funds available equal 100% of the lender's estimate of final cash requirements

	<b>PS or ENC or N/A</b>	<b>Date of Document</b>	<b>Exhibit</b>	
	_____	___/___/___	h.	Mortgagee's Certification that they have completed Credit Reports and Financial Statement Analysis checklist and verified the information therein.
	_____	___/___/___	i.	Required Certifications (or Super Certifications) completed & signed by the mortgagee and the mortgagor
	_____	___/___/___	j.	HUD-92264 Project Analysis and Appraisal, with Appraiser/Underwriter Certification.
	_____	___/___/___	k.	HUD-92264A Supplement to Project Analysis
	_____	___/___/___	l.	HUD-92438 Underwriting Summary Report and a Underwriting Memorandum .
	_____	___/___/___	m.	FHA 2453 Commitment to Insure Upon Completion (unexecuted).
<p>It is the policy of the U.S. Department of Housing and Urban Development to encourage the participation of Women and Minority-owned Business Enterprises (W/MBEs) wherever possible in the Departments programs. As a recipient of the FHA-insured loan, the owner, sponsor, and (if applicable) the general contractor must provide evidence prior to final endorsement that W/MBEs were given an opportunity to bid on, and participate in, at least 20 percent of the dollar value of all contracts awarded.</p> <p>If there are questions about exhibit requirements, please contact the Northwest/Alaska Multifamily Hub Office nearest you</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">             _____              Multifamily Project Manager           </div> <div style="text-align: center;">             _____              Date           </div> </div>				